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Missions and Functions of ORR Office-level Staffs

Administrative Staff

It is the mission of this Staff to provide administrative and personnel support to all components of ORR. In carrying out its mission the Staff obtains final ORR action on all personnel cases, travel, purchase requisitions, position allocations and classifications, and fiscal arrangements; develops budgetary statements and reports for ORR; provides liaison with DE/A offices; maintains personnel and training records, evaluations, and services (e. g., hospitalization); maintains the records-management program for ORR; provides the AD/ORR and the Area Chiefs with analyses and reports on administrative and personnel matters; and performs such other related functions as the AD/ORR may direct.

Intelligence Information Staff

This Staff coordinates the collection requirements of ORR. In carrying out its mission the Staff coordinates the collection requirements of the three Areas of ORR and, in providing the secretariat for the EIC Subcommittee on Requirements, coordinates the foreign economic-information-requirements of other agencies, as appropriate; provides liaison for ORR components with both CIA and other agencies' collection and collation units; arranges clearance and appointments for operational liaison, briefings, and debriefings; coordinates the joint travel-folder program and backstopping for economic reporting from the Soviet Bloc; processes and channels ORR collection requirements and evaluations of field reports; maintains the ORR reading panel and assures proper routing of all incoming documentary information; and performs other related functions as directed by the AD/ORR.

Projects Control Staff

This Staff advises on the scheduling of intelligence production, maintains record controls on ORR economic and geographic projects and arranges for the dissemination of ORR and EIC reports. In carrying out its mission the Staff processes incoming requests for ORR support and forwards to appropriate Area Chiefs for recommendation or action; furnishes, as appropriate, the executive secretary for Area Committees concerned with project initiation and review; maintains a continuing record on the status of all ORR and EIC projects and reports, including posting of the ORR production-control board; provides security and classification verification and otherwise arranges for appropriate dissemination of finished ORR and EIC reports, based on recommendations of producing components and agreed standard lists; prepares and issues periodic reports on the status of ORR projects; provides project-

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control analyses to Area Chiefs and the AD/RR as required; maintains an information service for ORR personnel, consisting of reading files of NIS, NIE, SE and all ORR finished intelligence; and performs such other related functions as the AD/RR may direct.

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